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Assistance Programs For
Displaced Federal
Civilian Employees B-168700

Civil Service Commission
Department Of The Navy

**UNITED STATES
GENERAL ACCOUNTING OFFICE**

OCT. 18. 1974

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UNITED STATES GENERAL ACCOUNTING OFFICE
WASHINGTON, D.C. 20548

FEDERAL PERSONNEL AND
COMPENSATION DIVISION

B-168700

The Honorable Robert E. Hampton
Chairman, Civil Service Commission

Dear Mr. Chairman:

This is our report on assistance programs for Federal civilian employees displaced by closure or realignment of the Boston Naval Shipyard, Massachusetts; the Quonset Point Naval Air Station and Naval Air Rework Facility, Rhode Island; and the Naval Supply Center, Newport Naval Base, Rhode Island.

Although four programs, including the Civil Service Commission Displaced Employee Program, were employed to help employees at selected Navy activities obtain employment and retrain for new jobs, some of the programs provided little assistance.

We want to invite your attention to the fact that this report contains a recommendation to you which is set forth on page 12. As you know section 236 of the Legislative Reorganization Act of 1970 requires the head of a Federal agency to submit a written statement on actions he has taken on our recommendations to the House and Senate Committees on Government Operations not later than 60 days after the date of the report and the House and Senate Committees on Appropriations with the agency's first request for appropriations made more than 60 days after the date of the report.

We will be glad to discuss the report with you or your representatives and will appreciate being informed of any action planned or taken. We appreciate the cooperation and assistance furnished to us.

Copies of this report are being sent to the Secretaries of Defense, the Navy, and Labor for their information.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "Forrest R. Browne".

Forrest R. Browne
Director

Contents

	<u>Page</u>
DIGEST	i
ASSISTANCE PROGRAMS FOR DISPLACED FEDERAL CIVILIAN EMPLOYEES	1
Reemployment Priority List	1
Priority Placement Program	3
Stopper list placements	3
Documentation of job offers received, accepted, and declined	4
Timeliness of placements	5
Placement with private industry	5
Displaced Employee Program	6
Manpower Development and Training Act	7
Rhode Island job fair	8
Efforts to inform and counsel employees on placement assistance	8
Actions taken to inform employees	9
Loss of qualified personnel specialists	9
Employee reaction to assistance	10
CONCLUSIONS	11
RECOMMENDATION	12
APPENDIX	
I	Effectiveness of assistance programs for dis- placed civilian employees at selected Navy installations as of February 28, 1974
II	Summary of questionnaire replies
	13
	14
	<u>ABBREVIATIONS</u>
DOD	Department of Defense
GAO	General Accounting Office
NARF	Naval Air Rework Facility
RIF	reduction in force

GENERAL ACCOUNTING OFFICE
REPORT TO THE CHAIRMAN,
CIVIL SERVICE COMMISSION

ASSISTANCE PROGRAMS FOR
DISPLACED FEDERAL CIVILIAN
EMPLOYEES
Department of the Navy
B-168700

D I G E S T

WHY THE REVIEW WAS MADE

On April 17, 1973, the Secretary of Defense announced details of 274 actions to consolidate, reduce, realine, or close military installations in the United States and Puerto Rico. GAO reviewed placement actions of selected Navy activities in Massachusetts and Rhode Island, where about half of the 26,200 civilian positions were to be eliminated.

GAO sought to determine the effectiveness of (1) the Department of Navy Reemployment Priority List, (2) the Department of Defense Priority Placement Program, (3) the Civil Service Commission Displaced Employee Program, and (4) the Department of Labor Manpower Development and Training Act and the means by which these programs were administered.

FINDINGS AND CONCLUSIONS

Although four separate programs had been established to help employees obtain other employment and retrain for new jobs, some of these programs provided little assistance.

Even though Commission reduction-in-force regulations require that each agency establish and maintain a Reemployment Priority List, only the Boston Naval Shipyard established such a list. As of February 28, 1974, no placements had been made from the list. (See p. 2.)

Records kept by the civilian personnel offices for the Department of

Defense Priority Placement Program showed that 626 placements had been made from lists of 2,123 registrants and that 109 of the 626 placements could be attributed to use of stopper lists; i. e., a computerized list of registrants' skills and grades. (See pp. 3 and 4.)

Civil Service Commission records showed only 47 formal placements through the Displaced Employee Program. (See p. 7.)

Funds made available to Massachusetts and Rhode Island Divisions of Employment Security by the Department of Labor under the Manpower Development and Training Act had provided retraining for 79 of 1,020 employees separated without job offers. (See app. 1.)

Some displaced employees who responded to our questionnaire felt that the assistance programs were inadequate and not fully explained. These conditions may have resulted from (1) confusion over the requirements and restrictions of the assistance programs and (2) counseling by briefly trained employees who were themselves scheduled for displacement or separation, rather than by personnel specialists.

The Navy had not successfully augmented the Shipyard and Quonset Point civilian personnel offices with qualified counselors. Those assigned from within the installations had received only limited training. (See pp. 9 to 11.)

GAO believes that a single program, incorporating the best features of the

various programs and coordinated by the Civil Service Commission, would provide more effective assistance with the resources available than several separate programs. Officials at the three Navy activities reviewed agreed that a single program would be more beneficial to displaced employees.

RECOMMENDATION

The Chairman, Civil Service Commission, with the cooperation of the Secretaries of Defense and Labor, should study the feasibility of establishing a single program for assisting displaced Federal civilian employees.

ASSISTANCE PROGRAMS FOR DISPLACED
FEDERAL CIVILIAN EMPLOYEES

On April 17, 1973, the Secretary of Defense announced 274 actions to consolidate, reduce, realine, or close military installations in the United States and Puerto Rico. Since about half the 26,200 civilian positions to be eliminated were at Navy installations in Massachusetts and Rhode Island, we reviewed the assistance provided displaced employees at the Boston Naval Shipyard, Massachusetts; the Naval Air Station and Naval Air Rework Facility (NARF), Quonset Point, Rhode Island; and the Naval Supply Center, Newport Naval Base, Rhode Island.

Placement assistance was provided primarily through four programs:

- Department of the Navy Reemployment Priority List.
- Department of Defense (DOD) Priority Placement Program.
- Civil Service Commission Displaced Employee Program.
- Department of Labor Manpower Development and Training Act.

In addition, civilian personnel offices at the three Navy installations posted job opportunities and scheduled recruiting visits by prospective employers. A job fair held for displaced employees from Quonset Point and Newport coordinated placement efforts of Federal and State agencies and private enterprises. The NARF program for direct placement of its employees at other air rework facilities--referred to as the NARF to NARF program--was responsible for a large number of placements.

Some of these programs provided displaced civilian employees little assistance. We believe that a single program, incorporating the best features of the various programs and coordinated by the Civil Service Commission, would provide more effective assistance with the resources available than several separate programs.

Registration of displaced employees in the assistance programs and placement with other employers are discussed below and summarized in appendix I.

REEMPLOYMENT PRIORITY LIST

The Commission's reduction-in-force (RIF) regulations, published in title 5 of the Code of Federal Regulations, section 351.1001, provide that each agency establish and maintain a Reemployment Priority List for each commuting area in which it separates career and career-conditional employees. The agency must enter the name of each employee on the list for all competitive positions in the commuting area for which he qualifies and is available.

Career employees remain on the list for 2 years, and career-conditional employees for 1 year, from date of separation. An employee's name is removed from the list when he (1) accepts a nontemporary, full-time competitive position regardless of grade or pay, (2) declines such a position with a representative rate no lower than that of the position from which separated, or (3) no longer wishes consideration.

When a qualified person on the list is available, an activity may not fill a competitive position with another person by transfer from another agency, by new appointment (except appointment of a 10-point preference eligible), or by reemployment (except a preference eligible or one who has restoration rights). However, an activity may fill a vacant position by promoting, demoting, or reassigning a qualified agency employee without regard to the list. A position held by a temporary employee is considered a vacancy.

On April 12, 1973, Headquarters, First Naval District, advised the following activities of their responsibility for administering a Reemployment Priority List for placing displaced employees:

- Regional Office of Civilian Manpower Management for the Boston commuting area.
- Quonset Point Naval Air Station for the Narragansett Bay, Rhode Island, commuting area.

The regional office maintained a list for a commuting area within a 25-mile radius of Boston. Through February 1974, 706 Shipyard employees had been registered for the list after receiving specific RIF notices, but no placements had been made. There are only three other Navy installations within the Boston commuting area, the largest employing about 200 civilians, and it is doubtful that this program will result in many placements.

Quonset Point did not establish a Reemployment Priority List because all Navy facilities in the commuting area were scheduled for closure or realignment. After we discussed the matter, the civilian personnel office prepared a card file of employee skills to be used as a list.

An informal list was maintained at the Newport Naval Base only for employees affected by base realignment. Through February 1974 the personnel office had registered 79 Naval Supply Center employees for the program. After our discussions, the office established a formal list of skills for 84 employees separated or being separated.

On April 1, 1974, the First Naval District revised its April 12, 1973, instruction and delegated responsibility for administering the Reemployment Priority List for the Narragansett Bay commuting area to the Naval Education and Training Center, Newport Naval Base.

PRIORITY PLACEMENT PROGRAM

The DOD Priority Placement Program is a computerized job referral system which provides for priority placement consideration at DOD activities.

The program is available on request to competitive service employees scheduled to be displaced from their position by RIF, separation, or downgrading. Once registered, an employee is certified for a particular type of position, grade, and location where he is willing to work. Before a DOD activity can fill a vacant continuing position, it is required to check a stopper list; i. e., a computerized list of registrants' skills and grades. Normally, when an activity has a vacancy for which there is a qualified registrant, the activity is required to make an offer of employment after reviewing the registrant's resume.

A registrant remains in the program for priority referral for 12 months after the effective date of separation unless he is earlier removed by placement in a continuing position, declination of an offer of a job for which registered, optional retirement, or request.

Program activity from April 17, 1973, the date of the base closure announcement, through February 28, 1974, is summarized below.

	<u>Total registered</u>	<u>Placements</u>			<u>Removals</u>	
		<u>DOD</u>	<u>Other Federal</u>	<u>Private</u>	<u>Offers declined</u>	<u>Other (note a)</u>
Boston	924	256	17	6	67	29
Quonset Point	1,097	331	41	-	97	15
Newport	<u>102</u>	<u>39</u>	<u>1</u>	<u>-</u>	<u>2</u>	<u>14</u>
Total	<u>2,123</u>	<u>626</u>	<u>59</u>	<u>6</u>	<u>166</u>	<u>58</u>

a/Includes retirements, RIF cancellations, and removals at registrants' request.

Stopper list placements

The placements reported by the Shipyard and Newport did not result entirely from stopper lists. All registrants who had acquired jobs were reported as program placements to the DOD Centralized Referral Activity at the Defense Electronics Supply Center, Dayton, Ohio, which included them as "acceptances" in its monthly status reports.

Only 109 of the 256 reported DOD placements resulted from stopper list actions. The other 147 placements may have resulted from the employees' personal efforts, other placement efforts by the Shipyard's civilian personnel

office, or direct DOD recruitment. Also, when the Shipyard's personnel office learned that a registrant had obtained private employment, the job was claimed as a private placement through the program regardless of how the employment was obtained.

We could not identify stopper list placements at Quonset Point and Newport. However, officials at Newport told us that some placements coded as DOD or other Federal placements were the result of referrals to vacancy announcements received from Federal activities not controlled by the stopper list. Jobs obtained as a result of employee initiative also were included as program placements.

Documentation of job offers received, accepted, and declined

✓ The DOD manual on the DOD Program for Stability of Civilian Employment (1400.20-1-M) provides that each registering office maintain a record for each employee registered in the Priority Placement Program including (1) job offers received, accepted, or declined, (2) source of offers, and (3) reasons for declining offers. The Shipyard maintained the required records, but Quonset Point and Newport did not.

If an employee declined an offer for the grade, skill, and location for which registered, he was automatically removed from the program. Some employees may have had justifiable reasons, such as special job requirements or sickness. Documentation of the reasons for declining offers could provide a basis for reinstatement in the program.

Through February 1974, 67 Shipyard registrants had declined offers and had been removed from the program. Reasons given by 44 of these employees for declining jobs were, in order of frequency:

- Not interested when the offer was made.
- Had obtained other position or had retired.
- Did not want to relocate.
- Economic considerations.
- Unable to obtain suitable housing or transportation.
- Job required extensive travel.

Through February 1974, 97 Quonset Point and 2 Newport registrants had been removed from the program because they had declined job offers. The reasons were not documented.

To insure that prompt replies are given gaining activities concerning offers accepted or declined, the DOD manual provides that contacts with

employees be documented to show the time between offer and reply. The reasonable time for a reply might be 1 or 2 days, depending on the circumstances. Quonset Point and Newport did not record contacts with employees to show whether registrants had been given a reasonable time to consider offers.

Timeliness of placements

Timeliness of placements depend on such conditions as (1) registrants' skills and choice of work location, (2) extent of activities' compliance with stopper list requirements, and (3) commonality of skills.

Only 17 of 236 DOD placements reviewed were made after a break in service. At the Shipyard, only 10 of 109 stopper list placements were made after employees had been separated; the time between displacement and placement ranged from 1 to 5 months. At Quonset Point, 5 of 78 DOD placements occurred after employees' separation; the time between displacement and placement ranged from 2 to 4 months. At Newport, 2 of 49 DOD placements were made after the employees had been separated; the time between displacement and placement was 1 to 3 months.

At the 3 locations 199 registrants were separated through RIF action without receiving job offers. According to civilian personnel office records, these employees had not obtained employment through February 1974.

Placement with private industry

DOD instructions provided for removal of a registrant from the Priority Placement Program "when the Civilian Personnel Office assisted in effecting placement" with private industry.

At the Shipyard employees were removed from the program when the civilian personnel office learned that they had obtained private employment. Records were not kept to show the extent of assistance, if any, provided to registrants. Consequently, some employees who resigned to accept private employment were removed from the program and others were not. After we discussed this matter, Shipyard officials decided to remove registrants only when the civilian personnel office was instrumental in their placement with private industry.

At Quonset Point registrants were removed from the program when the personnel office had assisted in their placement with private industry, including those made as a result of the job fair. Records at Newport did not identify any registrants placed with private industry.

A July 26, 1974, revision to the DOD manual on the stability of civilian employment entitles an individual who has accepted private employment to continued referral if he so desires.

DISPLACED EMPLOYEE PROGRAM

The Civil Service Commission's Displaced Employee Program supplemented the efforts of DOD and the Navy in behalf of displaced employees.

Certain benefits are available to career, career-conditional, and excepted service employees with competitive status who are scheduled for separation because of RIF or who have declined to transfer with their function or accept a new assignment in another commuting area. A qualified and available registrant is referred ahead of eligibles on registers to fill vacancies or to displace employees with temporary appointments. He is referred only in response to a request for certification from an agency to fill a specific vacancy or temporary position. An agency may, however, transfer, reassign, promote, or reinstate any Federal employee without regard to the program. In addition, a displaced employee may apply after the closing date of an examination for entrance of his name on existing competitive registers in regular order.

Career employees are eligible for the Displaced Employee Program for 2 years and career-conditional employees for 1 year, from the date of separation or from the date of registration, whichever is later. Eligibility is terminated earlier if the registrant (1) requests discontinuance, (2) accepts nontemporary full-time employment in the competitive service, or (3) declines an offer of full-time employment at or above his former grade which he previously indicated as acceptable.

Commission and Navy instructions provide that an employee may register for the program by submitting a Personal Qualifications Statement, Standard Form 71, to the civilian personnel office and specifying the lowest grade and pay he will accept and the geographic areas in which he is willing to accept employment. This method was used to register employees at Newport. However, because of the large number of employees displaced at the Shipyard and at Quonset Point, this method was waived to provide program benefits expeditiously. All affected employees at the Shipyard were mass-registered in the program for their current occupations. In addition, Shipyard and Quonset Point Priority Placement Program registrants were automatically registered in the Displaced Employee Program for the same skills.

Through February 1974 about 3,300 Shipyard employees, 750 Quonset Point Naval Complex employees, and 56 Newport employees had registered in the Displaced Employee Program.

The Commission makes formal placements directly from a list of eligible displaced employees which it sends to agencies reporting vacancies. Informal placements may result from (1) agency recruiting visits to an installation, (2) telephone referrals, or (3) use of job placement bulletins.

As of February 22, 1974, 46 Shipyard employees and 1 Quonset Point employee, but no Newport employees, had been placed formally through the program.

Of the 46 formal placements of former Shipyard employees, 31 had been placed with other DOD activities and 15 with other Federal agencies. Seventeen of those placed with DOD activities were also included in the placement statistics reported by the Shipyard for the Priority Placement Program.

As of December 28, 1973, the Commission's Boston and Providence area office records showed 719 and 771 informal placements, respectively, but did not record names of employees informally placed before November 1973. Consequently, we could not determine how many former employees from the three installations were included in these statistics.

Officials of one DOD agency told us that, since the application of the Displaced Employee Program was not mandatory, except for new hires, the agency's vacancies normally were filled from within. These officials also expressed dissatisfaction with the amount of time taken by the Commission in returning a list of eligible registrants and with the reliability of the list.

MANPOWER DEVELOPMENT AND TRAINING ACT

Employees affected by base closure and realignment in Massachusetts and Rhode Island were provided opportunities for direct job placement, on-the-job training, and institutional (formal classroom) training.

The Department of Labor allotted each State a \$3 million grant to be provided in increments of \$1 million, under the Manpower Development and Training Act, to be administered by the State Division of Employment Security. Displaced Federal employees and directly affected members of the secondary labor force--employees of private companies which served the activities to be closed or realigned--were eligible for the program.

The Massachusetts Division of Employment Security also provided funds for income supplements, licenses, tools, and equipment necessary for employment and expenses of traveling outside the region to explore job opportunities and to relocate. Rhode Island made training available to any unemployed resident.

Massachusetts provided for program counseling and registration of displaced employees at the Shipyard and other Division of Employment Security offices throughout the State. As of January 28, 1974, the Shipyard office had enrolled 56 former employees in training institutions and placed 6 in on-the-job training programs. Group contracts were pending with 2 employers to provide on-the-job training for 40 additional former Shipyard employees.

As of January 1, 1974, Rhode Island had enrolled 17 displaced employees from Quonset Point in an institutional training program for welders. State officials said other retraining contracts would be initiated and they estimated that 250 Quonset Point employees would receive institutional training. As of early February 1974 no Newport employees had enrolled in retraining classes.

It is evident that the State programs have not attracted many displaced employees when the number of registrants for the training programs at the Shipyard and Quonset Point, 79, is compared with the 987 employees separated without job offers. The rate of registrations may have been low because many employees were separated before the States had received program funding and set up work plans for program administration.

Rhode Island job fair

About \$24,000 of the funds provided by the Department of Labor were used for a 3-day job fair hosted by Quonset Point from September 19 to 21, 1973. The first 2 days were for displaced Federal employees and the third day was open to the public. The State administered the fair in coordination with the Commission and the Navy. About 150 private employers and Federal, State, and local agencies participated.

The Commission reported the following results on the basis of telephone surveys and informal questionnaires sent to job fair participants by the Governor's Office of Manpower Affairs:

	<u>Job applications</u>	<u>Job offers</u>	<u>Placements</u>
DOD and other Federal agencies (note a)	659	216	183
Private employers	1,819	687	77
State Division of Employment Security	<u>259</u>	<u>120</u>	<u>89</u>
Total	<u>2,737</u>	<u>1,023</u>	<u>349</u>

a/Based on statistics provided by 21 Federal activities.

These results include members of the secondary labor force as well as Quonset Point and Newport Federal employees.

EFFORTS TO INFORM AND COUNSEL EMPLOYEES ON PLACEMENT ASSISTANCE

Despite vigorous efforts at the three installations to publicize the placement assistance programs available, some employees

--did not consider the assistance adequate or

--did not realize that they had been registered for certain programs.

The opportunities given employees to obtain more information on the programs varied. Records and discussions with installation officials indicated that this occurred primarily because personnel specialists at the Shipyard and Quonset Point left for other employment and, in most instances, employees who were not personnel specialists replaced them. The replacements were briefly trained to counsel employees on placement assistance.

Actions taken to inform employees

Employees at each installation were given placement program information through letters from the base commander, periodic bulletins and newsletters, base newspapers, pamphlets, and assembly briefings. Employees were individually counseled on the placement programs only at their request.

The Shipyard personnel office used group counseling sessions, with 8 to 10 employees in a group, to supplement the mass assembly briefings. Before an employee was separated, he was again briefed on topics, including opportunities for retraining and DOD placement, by his supervisor during an exit conference. The personnel offices at Quonset and Newport did not use small group counseling sessions or exit interviews. After we discussed the matter, both Quonset Point locations provided additional placement information through exit interviews.

Loss of qualified personnel specialists

A November 5, 1973, revision to the DOD manual on the stability of civilian employment provides that:

"When, at a base scheduled for closure, there is a threatening shortage of locally available trained personnelists to provide essential staffing to complete the closure action the cognizant Defense component will, as necessary, provide for augmentation of the local base civilian personnel office or organize from within the component a special placement team to be assigned to the base during the closure period."

Special placement teams were not assigned to the Shipyard or Quonset Point, even though both locations suffered heavy losses of qualified personnel specialists. The workload of registering and counseling employees, making job offers, and reporting to the DOD Centralized Referral Activity increased while the number of civilian personnel office staff members with expertise in such matters decreased.

On April 17, 1973, the Shipyard personnel office had 63 personnel specialists and clerical employees. By August 31, 1973, about 4 months

after the closure announcement, 41 members (17 personnel specialists and 24 clerical) had left the Shipyard; on December 1, 1973, only 5 remained. Fifty additional staff members had accepted temporary positions with the personnel office after they had received RIF notices. Those serving as counselors had received 11 days of training.

The Quonset Point personnel office had 14 personnel specialists and 13 clerical personnel on April 17, 1973. About 8 months later, 10 personnel specialists and 10 clerical personnel had retired or accepted other employment and half the staff of 14 were new. New counselors received 2 days of training. The personnel office had requested its headquarters to provide four personnel specialists and eight clerical employees. Requests were made for volunteers for periods from 3 to 6 months through the Navy's Office of Civilian Manpower Management periodicals and messages to subordinate Navy activities. Only two personnel specialists had been obtained as of February 28, 1974.

EMPLOYEE REACTION TO ASSISTANCE

We sent questionnaires to 389 employees displaced at the 3 installations to obtain their views on the assistance provided them and received 183 replies, a 47-percent response. Our sample included employees who had:

1. Been placed
 - from the Priority Placement Program stopper list,
 - with DOD but not from the stopper list,
 - with other Federal agencies, or
 - with private industry.
2. Declined offers.
3. Registered but had not been placed.
4. Registered but later retired.
5. Registered for on-the-job training or institutional training.
6. Registered but had been separated without job offers.
7. Retired early.
8. Not registered and had been separated without job offers.

The Quonset Point sample also included employees registered for the NARF to NARF program (see p. 1) which provided for direct placement at other Navy air rework facilities.

Responses to the questionnaires are summarized in appendix II. When asked if the assistance programs were fully explained, 47 of the 180 respondents answered "no" or qualified their response by indicating that only the Priority Placement Program was fully explained.

The responses showed that employees were confused as to placement assistance programs for which they had registered. For example, 39 employees who had registered for the Priority Placement Program, according to civilian personnel office records, said they had registered for another program or had not registered for any program. Some employee suggestions for improving the assistance were that:

- A professional base closure team counsel employees on placement programs.
- Individual and group counseling supplement mass meetings.
- Qualified personnel rather than briefly trained employees counsel.

CONCLUSIONS

Installation officials estimated that more than 9,100 Federal civilian employees have been or will be displaced by base closure or realignment at the Shipyard, Quonset Point, and Newport. Through February 1974 more than 3,100 employees had retired, about 1,900 had accepted employment with other DOD activities and other Federal agencies, and about 250 had obtained private employment.

Although four separate programs had been established to help employees obtain other employment and retrain for new jobs, some of these programs provided little assistance.

Some displaced employees who responded to our questionnaire felt that the assistance programs were inadequate and not fully explained. These conditions may have resulted from (1) confusion over the requirements and restrictions of the programs and (2) counseling by briefly trained employees who were themselves scheduled for displacement or separation, rather than by personnel specialists. The Navy had not successfully augmented the Shipyard and Quonset Point civilian personnel offices with qualified counselors. Those assigned from within the installations had received only limited training.

We believe that a single program, incorporating the best features of the various programs and coordinated by the Civil Service Commission, would provide more effective assistance with the resources available than several separate programs. Officials at the three Navy activities reviewed agreed that a single program would be more beneficial.

RECOMMENDATION

We recommend that the Chairman, Civil Service Commission, with the cooperation of the Secretaries of Defense and Labor, study the feasibility of establishing a single program for assisting displaced Federal civilian employees.

APPENDIX I

EFFECTIVENESS OF ASSISTANCE PROGRAMS
FOR DISPLACED CIVILIAN EMPLOYEES
AT SELECTED NAVY INSTALLATIONS
AS OF FEBRUARY 28, 1974

	Total	Shipyard	Quonset Point (note a)	Newport
Number of employees as of April 17, 1973	<u>9,140</u>	<u>5,150</u>	<u>3,601</u>	<u>389</u>
Separated:				
Placed in other jobs (note b):				
DOD	1,598	738	<u>c/ 704</u>	156
Other Federal agen- cies	327	139	186	2
Private sector	<u>362</u>	<u>244</u>	<u>18</u>	<u>(d)</u>
	2,187	1,121	908	158
Retired	3,168	1,822	1,249	97
Separated without ob- offers (note e)	<u>1,020</u>	<u>576</u>	<u>411</u>	<u>33</u>
Total separated	<u>6,375</u>	<u>3,519</u>	<u>2,568</u>	<u>288</u>
Number of employees as of February 28, 1974	<u>2,765</u>	<u>1,631</u>	<u>1,033</u>	<u>101</u>
Employees registered in assistance programs:				
Reemployment Priority List	790	706	(f)	84
DOE Priority Place- ment Program	2,123	924	1,097	102
Civil Service Commis- sion Displaced Em- ployee Program	4,106	3,300	750	56
Department of Labor Manpower Develop- ment and Training Act	<u>79</u>	<u>62</u>	<u>17</u>	<u>(g)</u>
Total registered	<u>7,098</u>	<u>4,982</u>	<u>1,864</u>	<u>242</u>

a/ Includes only Naval Air Station and NARF statistics.

b/ Includes stopper list, nonstopper list, and formal and informal placements.

c/ Includes 293 NARF employees placed at other rework facilities.

d/ Agency records did not identify any placements with private industry.

e/ Includes personnel who resigned anticipating RIF and those who were separated on the scheduled dates.

f/ Quonset Point did not establish a Reemployment Priority List.

g/ State records did not identify Newport registrants.

APPENDIX II

SUMMARY OF QUESTIONNAIRE REPLIES

Questions	Replies							
	Shipyard		Quonset		Newport		Total	
	Yes	No	Yes	No	Yes	No	Yes	No
Were various assistance programs fully explained?	a/57	21	49	16	35	2	141	39
Were you provided counseling and job information regarding local Government and private activities?	45	32	43	21	30	7	118	60
Were you aware of the Department of Labor's program?	56	20	37	27	17	20	110	67
If you were aware of this program, do you consider it a means of expanding skills?	28	17	28	15	3	12	59	44
Did you receive an offer through a placement program?	23	52	44	20	23	14	90	86
Was location acceptable?	12	7	15	33	15	9	42	49
Was position offered acceptable in terms of skill level?	16	4	40	9	18	5	74	18
Was position offered for comparable grade or wage level?	14	3	37	12	18	5	69	20
Was offer made while employee was still employed?	14	6	38	11	22	1	74	18
Was offer accepted?	8	12	20	29	15	9	43	50
If offer was accepted, did placement occur while still employed?	6	1	16	6	15	1	37	8
Has new job affected the way you and your family live?	7	10	20	11	15	19	42	40
Did you receive further assistance after declining an offer?	-	15	4	21	6	3	10	39
Were you aware that declining a valid offer made through a specific program would result in terminating your eligibility for that program?	46	5	37	4	34	-	117	9
Did you request removal from any of the Government programs?	3	70	5	54	1	34	9	156
Did you consider retirement or resignation as a result of the Government RIF action?	23	52	35	28	13	24	71	104
Has the assistance provided you been adequate?	33	34	31	30	27	10	91	74

a/Eight of these individuals qualified their responses by stating that only the Priority Placement Program was fully explained.